

# State Certified Used Oil Collection Centers, Including Site Visit Requirements and Forms

<b>Introduction</b>	The California Oil Recycling Enhancement Act requires oil manufacturers to pay sixteen cents (\$0.16) for each gallon of lubricating oil sold for use in California. Certified collection centers, registered industrial generators, and registered curbside collection programs are eligible to receive the sixteen cents (\$0.16) oil recycling incentive for each gallon of used lubricating oil recycled.
<b>In This Chapter</b>	<p>This chapter contains the following sections:</p> <ol style="list-style-type: none"><li>1. Overview of state certified used oil collection centers;</li><li>2. Certified center site visit requirements,</li><li>3. Process for becoming a certified center;</li><li>4. Overview of registered curbside collection programs;</li><li>5. Overview of registered industrial generators; and</li><li>6. Forms – Website addresses for resources to assist Collection Centers and your used oil recycling program</li></ol>
<b>More Information</b>	<p>To reach a staff member to obtain information regarding the <b>Used Oil Certification Program</b>, refer to the website at <a href="http://www.ciwmb.ca.gov/UsedOil/CertCenters/Contacts.htm">http://www.ciwmb.ca.gov/UsedOil/CertCenters/Contacts.htm</a>.</p> <p><b>1. Overview of State Certified Used Oil Collection Centers</b></p>
<b>Definition of State Certified Used Oil Collection Center</b>	The CIWMB certifies entities as used oil collection centers. These entities provide Californians with convenient places to recycle used lubricating oil. The state certified used oil collection centers (certified centers) accept used lubricating motor oil from the public at no charge, and offer the sixteen cents (\$0.16) per gallon incentive. The certified centers are reimbursed by the CIWMB sixteen cents (\$0.16) for each gallon they collect from the public, and for each gallon they generate as part of their business. Many types of facilities can be certified centers. The possibilities include gas stations, oil change establishments, retail stores, auto part stores, ABOP and HHW facilities, municipal facilities such as corporation yards, transfer stations or fire stations, automobile dealerships, school auto shops, etc.
<b>Importance of Certified Centers</b>	Certified centers play a vital role in used oil and filter recycling efforts. Most jurisdictions do not have the resources and staff to establish and operate used oil collection centers in the numbers and locations to provide the best service to the public.

**Community Benefits**

Certified centers benefit your community by:

- Providing residents with convenient locations to recycle oil and filters;
- Providing a recycling option for residents that prefer utilizing collection centers not operated by the government;
- Providing residents that do not have a curbside used oil collection program with a recycling service;
- Educating residents about recycling used oil and other household hazardous waste (HHW); and
- Qualifying your agency for Block Grant funds by satisfying the California Oil Recycling Enhancement Act's requirements.

**Businesses Benefit**

Businesses benefit from being certified by:

- Increasing sales opportunities from additional customers who bring in used oil for recycling;
- Receiving the recycling incentive. The certified centers receive sixteen cents (\$0.16) for each gallon they collect from the public, and for each gallon they generate as part of their business. In addition, the public may donate the recycling incentive to the certified center;
- Receiving "Indemnification" for contaminated oil. In the rare event certified centers receive contaminated oil, the certified center can be reimbursed up to five thousand dollars (\$5,000) once a year by the CIWMB for the additional disposal costs;
- Forming partnerships with local governments. Such support can include purchasing storage tanks and/or drums for the oil and filters collected or placing advertisements for the centers;
- Free advertising on the CIWMB's website, Earth's 911 website and 1-800-CLEANUP;
- Demonstrating their commitment to the environment; and
- Providing their customers with a valuable public service.

**Why Assist Certified Centers**

Assisting the certified centers will help ensure they continue to be certified and provide residents with convenient locations to recycle oil and filters. Advertising or purchasing equipment for certified centers may help them. Certified centers are required to advertise at least twice per year. Since this requirement may prevent some businesses from becoming certified, grantees are encouraged to advertise for their certified centers. Below are the requirements.

**Certified Center Advertisement Requirements**

1. Name, address, and operating hours of center.
2. Indicate used lubricating oil is accepted at no charge.
3. Indicate they will offer the sixteen cents (\$0.16) a gallon. Recycling incentive (or a CIWMB approved coupon).
4. Advertise at least twice per year.

**Tip for Used Oil Filter Recycling**

The CIWMB does not provide a recycling incentive for certified centers to collect used oil filters from the public. However, Block Grant funds can be used to assist certified centers with used oil filter recycling costs. Please see Chapter 13 – Used Oil Filters for more information.

**Block Grant Funds Can be Used**

Block Grant funds can be used to assist the certified centers. Please see Chapter 5 – Eligible and Ineligible Expenditures or contact your Grant Manager for more information.

When advertising for Certified Centers, please see Chapter 6 Publicity & Education for publicity and outreach requirements.

## **2. Certified Center Site Visit Requirements**

**Visiting Certified Centers is Important**

Certified centers are a critical component to a successful used oil and filter recycling program. Staff at these certified centers might be the only contact that residents have with your program. The best way to ensure operators are knowledgeable of program requirements, and have the tools they need to provide the best service to your jurisdiction, is to perform site visits. Grantees are encouraged to visit each certified center in their jurisdiction once every twelve months.

**At a minimum, Grantees must visit the number of certified centers that qualify them to participate in the Block Grant program once every twelve months** (e.g., jurisdictions with four hundred fifty-thousand (450,000) people require 5 certified collection centers).

**Site Visit Goals**

The goals of site visits are to:

- Develop positive, lasting working relationships with the certified centers;
- Ensure that center operators are knowledgeable of program requirements;
- Ensure they have tools they need to provide the best service to your jurisdiction;
- Provide outreach and assistance to the certified centers;
- Develop opportunities to promote the certified centers, and give them the option of participating in local program efforts; and
- Work with certified centers to track the amount of oil and filters they collect from the public. This will help Grantees determine areas for target outreach and provide Grantees with information required in the Progress Reports.

**Site Visit Forms**

The CIWMB developed an individual and a compilation **Certified Center Site Visit Checklist Form**. The individual form is for one site visit while the compilation form is for three site visits.

**Please submit site visit forms to your Grant Manager no later than (thirty) 30 days after the site visit.** This allows CIWMB staff to follow up if there has been any change in operation of the center. CIWMB staff is also available for site visit training.

### **3. Overview of Certified Collection Center Programs**

#### **Obtaining Forms and Signs**

Grantees may duplicate any required forms as necessary. Copies are also available on the Used Oil website at <http://www.ciwmb.ca.gov/HHW/Forms/default.htm>.

A website address for our **list of certified collection center signs and program materials** available to certified center operators is included at the end of this section.

#### **Process for Becoming a Certified Center**

The basic requirements for certified centers are that they must accept used lubricating oil from the public at no charge during business hours, offer the sixteen cents (\$0.16) per gallon recycling incentive, and display the CIWMB's Certified Used Oil Collection Center Sign. The steps are:

1. An application (CIWMB Form 29) is submitted to the Certification/Registration Unit, and CIWMB staff determines eligibility. The **Certification Application** is available on the Used Oil website at <http://www.ciwmb.ca.gov/UsedOil/CertCenters>.
2. If eligible, the Certification/Registration Unit certifies the site and notifies the operator via letter.
3. Upon certification, the certified center operator or designee is eligible to receive the reimbursement (the oil recycling incentive).

Every two years the certified center needs to be re-certified. The CIWMB staff sends out re-certification documents.

#### **Process for Reimbursing Certified Centers**

To be reimbursed for recycling used oil, certified centers must submit a completed **Used Oil Recycling Incentive Payment Claim/Report Form**, which is available on the Used Oil website at <http://www.ciwmb.ca.gov/UsedOil/CertCenters>.

ALL claims must be submitted to the CIWMB no later than forty-five (45) days following the end of the quarter within which the used lubricating oil is hauled to a certified recycling facility. Please refer to the following schedule for dates.

<b>If your used oil was hauled between:</b>	<b>The last day you may file a claim is:</b>
January 1 – March 31	May 15
April – June 30	August 14
July 1 – September 30	November 14
October 1 – December 31	February 14

#### 4. Overview of Registered Curbside Collection Programs

##### Definition of Registered Curbside Collection Programs

The CIWMB registers curbside collection programs. Curbside collection programs are eligible to receive the sixteen cents (\$0.16) per gallon oil recycling incentive. Curbside collection programs are reimbursed for used lubricating oil collected at the curb. Curbside collectors must transfer used oil to a certified recycling facility by a registered **used oil hauler**.

Additionally, registered curbside collection programs receive “Indemnification” for **contaminated oil**. In the rare event they receive contaminated oil, the registered curbside collection operator can be reimbursed up to five thousand dollars (\$5,000) once a year by the Board for the additional disposal costs.

##### Process for Becoming a Registered Curbside Collection Program

To become a **registered curbside collection** program a jurisdiction must collect used lubricating oil from the public at the curbside. The steps are:

1. An application (CIWMB Form 30) is submitted to the Certification/Registration Unit, and CIWMB staff determines eligibility. The **Registration Application** is available on the Used Oil website at:  
[www.ciwmb.ca.gov/UsedOil/CertsRegs/registr.htm](http://www.ciwmb.ca.gov/UsedOil/CertsRegs/registr.htm)
2. If eligible, the Certification/Registration Unit registers the program and notifies the operator via letter.
3. Upon registration, the registered curbside collection program operator is eligible to receive the reimbursement (the oil recycling incentive).

##### Process for Reimbursing Curbside Collection Programs

Once eligible, a claim for reimbursement is submitted to the Accounting Claims Unit at the CIWMB. To receive the payment of the recycling incentive ALL claims must be submitted to the CIWMB no later than forty-five (45) days following the end of the quarter within which the used lubricating oil is hauled to a certified recycling facility. Please refer to the following schedule for dates. (This information also appears on the claim form, item #5.)

<b>If your used oil was hauled between:</b>	<b>The last day you may file a claim is:</b>
January 1 – March 31	May 15
April – June 30	August 14
July 1 – September 30	November 14
October 1 – December 31	February 14

## **Using Block Grant Funds**

Block Grant funds can assist curbside collection programs. Please see Chapter 5 on Eligible and Ineligible Expenditures.

## **5. Overview of Registered Industrial Generators**

### **Definition of Registered Industrial Generator**

The CIWMB registers industrial generators that are eligible to receive the sixteen cents (\$0.16) per gallon oil recycling incentive. Any entity that purchases and uses lubricating oil for equipment owned or used by that entity may be a registered industrial generator. The possibilities include local governments, schools, and non-retail businesses. An industrial generator's day-to-day business operations must include:

1. Utilizing automobiles, buses, trucks, planes, trains, heavy equipment, or other machinery powered by an internal combustion engine;
2. Changing the lubricating oil in these vehicles or heavy equipment; and
3. Transferring used oil to a certified recycling facility by a registered used oil hauler.

### **Process for Becoming a Registered Industrial Generator**

If the business meets the day-to-day operations listed above, the steps to become a **registered industrial generator** are:

1. An application is submitted to the Certification/Registration Unit, and CIWMB staff determines eligibility. The registration application (CIWMB Form 30) is available on the Used Oil website at: [www.ciwmb.ca.gov/UsedOil/CertsRegs/registr.htm](http://www.ciwmb.ca.gov/UsedOil/CertsRegs/registr.htm)
2. If eligible, the Certification/Registration Unit registers the site and notifies the operator via a letter.
3. Upon registration, the registered industrial generator operator or designee is eligible to receive the reimbursement (the oil recycling incentive).

### **Process for Industrial Generator Claims Reimbursement**

Once registered as an industrial generator, a claim for reimbursement is submitted to the Accounting Claims Unit at the CIWMB. To receive the payment of the recycling incentive, claims should be submitted to the CIWMB according to the following schedule.

<b>If your used oil was hauled between:</b>	<b>The last day you may file a claim is</b>
January 1 – March 31	May 15
April – June 30	August 14
July 1 – September 30	November 14
October 1 – December 31	February 14

## Forms For This Chapter

### Resources to Assist Collection Centers and your Used Oil Recycling Program

The following forms and program contact information can be located at the CIWMB website at

<http://www.ciwmb.ca.gov/UsedOil/CertCenters>:

- Certified Center Site Visit Checklist – Multiple Sites
- Certified Center Site Visit Checklist (one site)
- County contacts for “Where to Take that Contaminated Used Oil”
- Used Oil Recycling Incentive Payment Claim/Report Form
- Used Oil Certification County Assignments (CIWMB staff to assist you)
- Certification Application
- List of resources, forms, and signs available from CIWMB
- Frequently Asked Questions by Generators of Used Oil (potential collection centers)

The following form can be located at the CIWMB website at

[www.ciwmb.ca.gov/UsedOil/CertsRegs/registr.htm](http://www.ciwmb.ca.gov/UsedOil/CertsRegs/registr.htm)

- Registered Industrial Generator/Curbside Program Application

The following forms can be located at the CIWMB website at

<http://www.ciwmb.ca.gov/UsedOil/Handling/Haulers.htm> :

- Used Oil Hauler List
- Used Oil Filter Transporter List